Vancouver Island University

Users' Manual

For

Financial Record System (FRS)

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WHAT IS FRS?

(FRS - Financial Records System)

The FRS (Financial Records System) records all financial transactions for Vancouver Island University. Access to relevant areas of the system is given to Deans, their assistants and area budget managers, as appropriate, so they can monitor budgets and expenses throughout the fiscal year and prepare necessary reports. Anyone with signing authority for cost centre(s) will automatically have access to view those cost centre(s). It is possible to have viewing access without signing authority. Both viewing and signing authority must be requested on the Signing Authority form and authorized by the appropriate Dean.

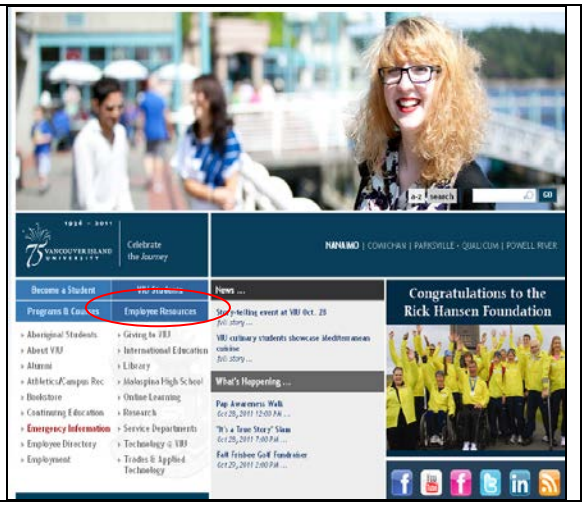
> ***WARNING**: You will be entering a secured area authorized by your username and password. Confidential information will be made available using this authorization. Please make sure you exit completely from your web browser program (close all windows) when you are finished. If you do not exit properly from the browser any person who uses this station after you will have access to this information and the system will log the access under your ID.*

FRS training can be provided for individuals or departments. Contact the Accounting Assistant at local 2498.

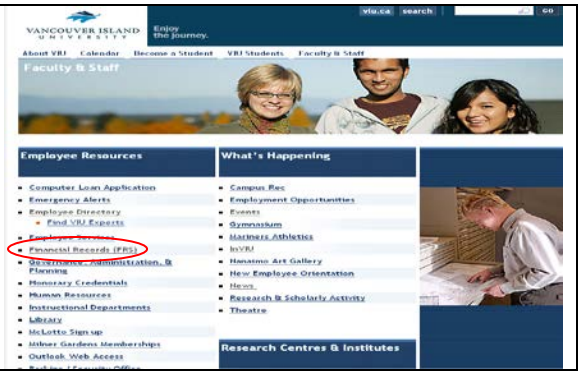
STEP 1. ACCESSING THE FRS SYSTEM

Follow the steps below or click on the appropriate link on the **Table Of Contents** page or the hyperlinks throughout this document. You must have signing authority or viewing rights to cost centre(s) to access this system.

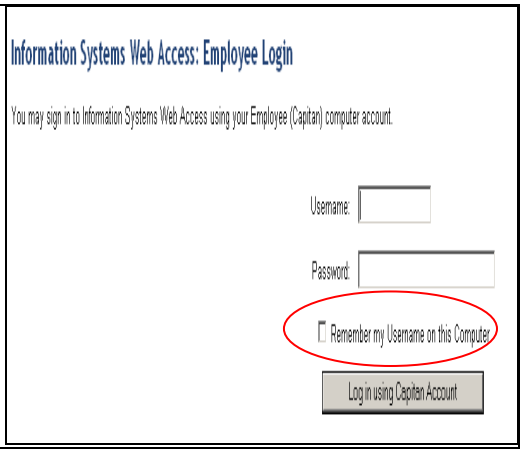
a) To access the FRS System, begin at the VIU Homepage. Click on **Employee Resources.**



b) Click on **Financial Records (FRS).**

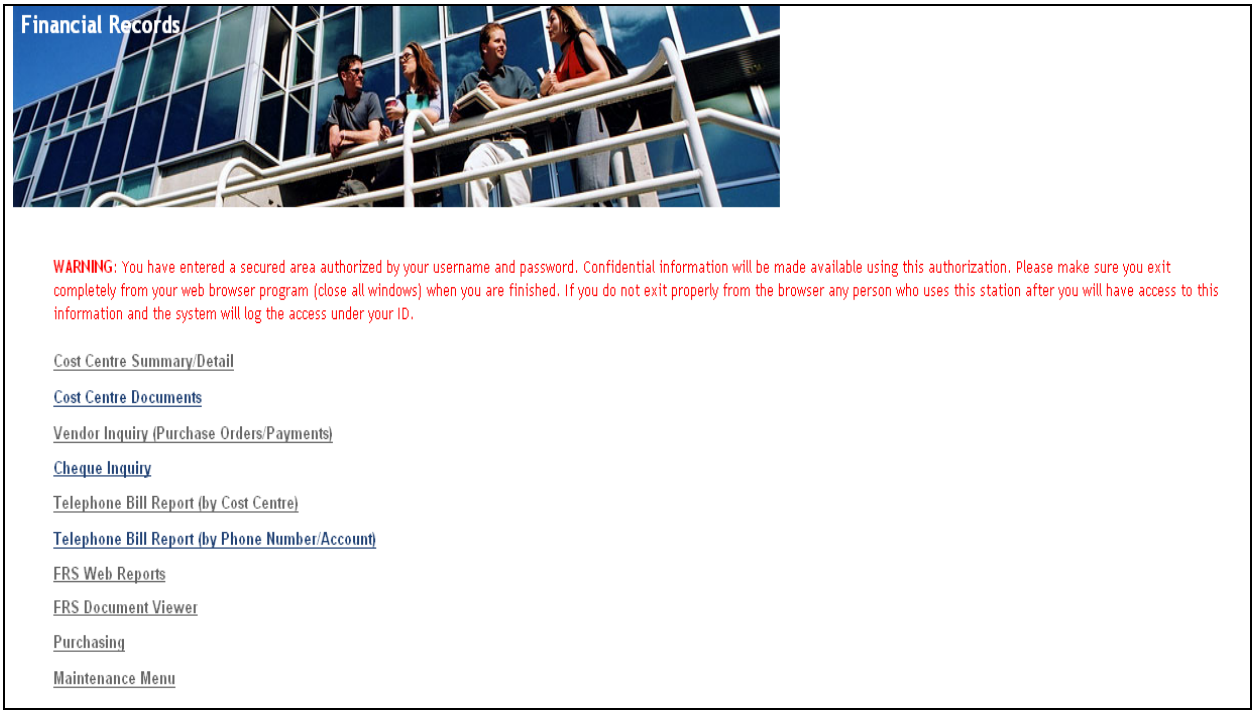


A sign-in box will pop up: enter your **VAX username and password**.
If you are unsure what this is, please refer to the IT web page. If you know your VAX username and password and still cannot access the cost centre, please contact the Accounting Assistant at local 2498. You need to tab from the username field to the password field. (Ensure that nothing is in the "save this password in your password list" box).


Information Systems Web Access: Employee Login
You may sign in to Information Systems Web Access using your Employee (Capitan) computer account.
Username:
Password:
Remember my Username on this Computer
Log in using Capitan Account

STEP 2 – THE OPTIONS AVAILABLE

Once you have signed in, the FRS homepage will appear as shown below:


Financial Records
WARNING: You have entered a secured area authorized by your username and password. Confidential information will be made available using this authorization. Please make sure you exit completely from your web browser program (close all windows) when you are finished. If you do not exit properly from the browser any person who uses this station after you will have access to this information and the system will log the access under your ID.
Cost Centre Summary/Detail
Cost Centre Documents
Vendor Inquiry (Purchase Orders/Payments)
Cheque Inquiry
Telephone Bill Report (by Cost Centre)
Telephone Bill Report (by Phone Number/Account)
FRS Web Reports
FRS Document Viewer
Purchasing
Maintenance Menu

The following choices are available; double click on the item to access it:

a) **Cost Centre Summary / Detail** – This option will show a summary, by object code, of a particular cost centre and will include: budgets, committed amounts, actual expenditures and variances. From here you will be able to access details – by object code - down to an individual expense item and will be able to view a scanned copy of the original document for purchases. You will also be able to view the details of Purchasing Card transactions for a particular cost centre and object code.

b) **Telephone Bill Report (October 2001 and later)** - This option will show the details of telephone line and long distance charges from October 2001 to the present and can be used to view the details of the charges in the 520 (equipment) and 525 (long distance) object codes.

c) **FRS Web Reports** – (you will be prompted for your username and password again at this point) – This option will allow you to request specific reports for a single cost centre or across a range of cost centres.

d) **FRS Document Viewer** - (you will be prompted for your username and password again at this point) – This option will allow you to search for a specific document when you know the invoice #, PO #, cheque #, etc.

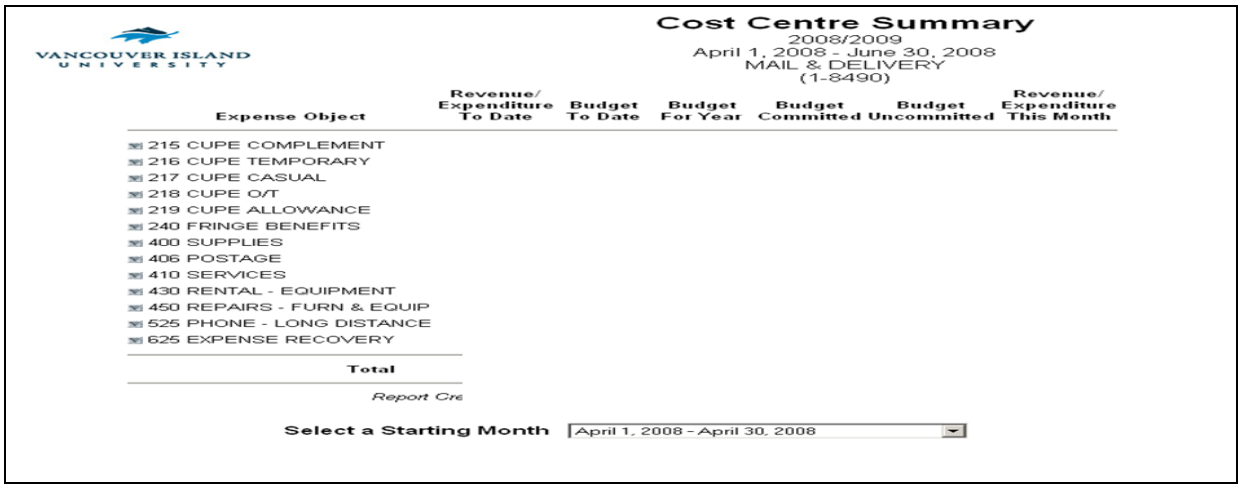
e) **Purchasing –** This option will allow you to create or modify a Purchase Requisition or view a Purchase Order.

A) COST CENTRE SUMMARY/ DETAIL

The Cost Centre Inquiry page allows the user to track and manage expenditures associated with a particular cost centre. From this report, you are also able to view the details of Purchasing Card transactions (you will need to know both the cost centre and object code to track the transaction). When you first enter the screen the following choices are available:

Use the drop-down arrows on the right side of each white box to select the parameters of the information you need:
fiscal year – default is current year.
cost centre – all cost centres that you are authorized to view will be listed – select the one you want.
starting month – report can be for a single month or for a range of months within a single fiscal year.
ending month – when you select a beginning month the ending month defaults to the same month – you will need to change it if you want information for more than one month.
Click on the **view cost centre** button.

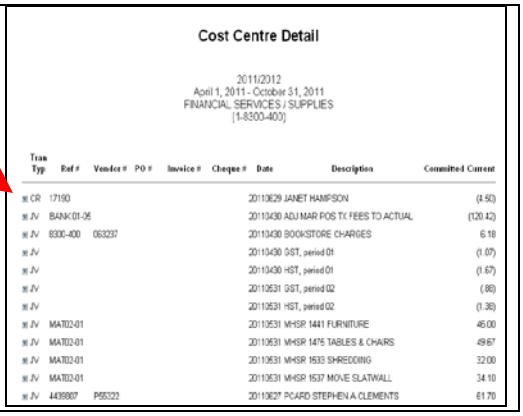
The summary will include the headings below and will list all the active object codes and related amounts:
Revenue/Expenditure to Date: the total of actual expenses paid or money received in the current fiscal year, up to the selected period end.
Budget to Date: the estimated portion of the annual budget that would normally be spent at the current time in the fiscal year (determined by the period selected). The budget to date may be prorated as a portion of the annual budget on the basis of assumed equal expenditures throughout the year, historical expenditure patterns, or specific period expenditures indicated through departmental budgeting process.
Budget for Year: Total annual budget as allocated during the annual budgeting process.
Budget Committed: total amount of actual expenditures to date, plus any outstanding purchase orders not yet paid and personnel appointments extending beyond the current date. When an expense is paid against an existing commitment, the committed amount is reduced by the amount of the payment and the current and actual expenditures are increased by the same amount.
Budget Uncommitted: the funds available for spending in each line item (object code). Some objects may be overspent (budget uncommitted amount will be in brackets). You cannot overspend on the bottom line of the budget, nor can you transfer budgets between Human Resource objects (200 range) and general expense/supply related objects (all other ranges).
Revenue/Expenditure This Month: the total of revenue/expenses which occurred in the fiscal period selected for the report. This may be for a single month or for a range of months depending on the starting/ending months selected on the Cost Centre Inquiry screen.



To access the detail for a particular object code, click on the **drop-down arrow** to the left of the object.

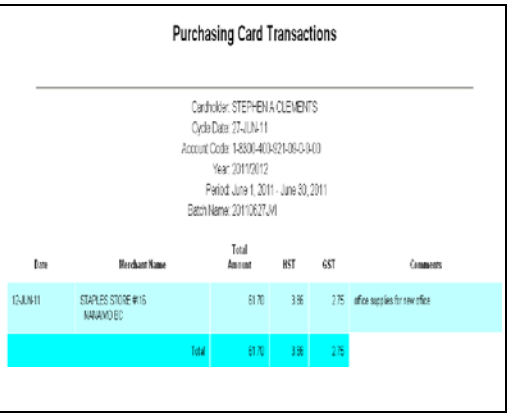
This will give you a detail listing of the current expenditures in the object.
From here you can again click on the **drop-down arrow** at the left of the column to bring up the transaction detail. This is where you will find the detail of Purchasing Card transactions – transaction type for Pcard transactions is JV (sample Pcard detail below).

See Definitions for detailed explanation of column headings.



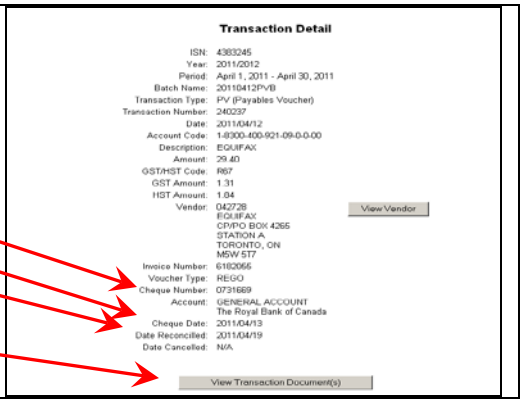
Purchasing Card Transaction Details

Purchasing card transaction details include date of transaction, merchant name, amount of transaction, GST included in transaction total, and any notes about the transaction. The information is downloaded from the Access Direct file updated by cardholders/site coordinators at the end of each statement cycle. Any further changes to the information can only be made by journal entry. Please forward all relevant information for a journal entry to the Accounting Assistant.

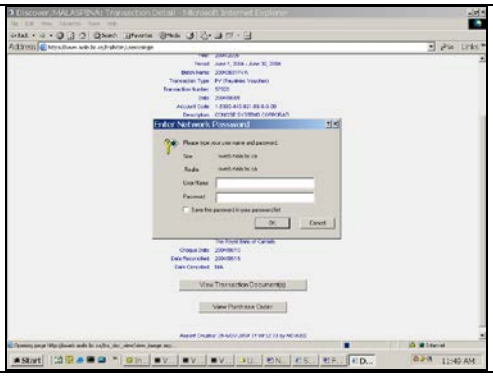


This screen provides a snapshot of the data entered for a particular transaction and includes the
cheque number
cheque issue date
and
date cashed (reconciled)

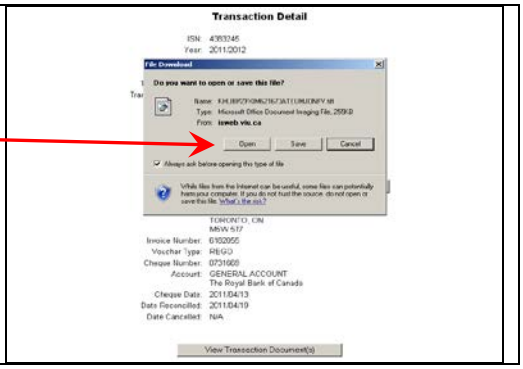
To view the supporting documentation for the transaction, click on "**View Transaction Document(s)**" or "V**iew Purchase Order**".



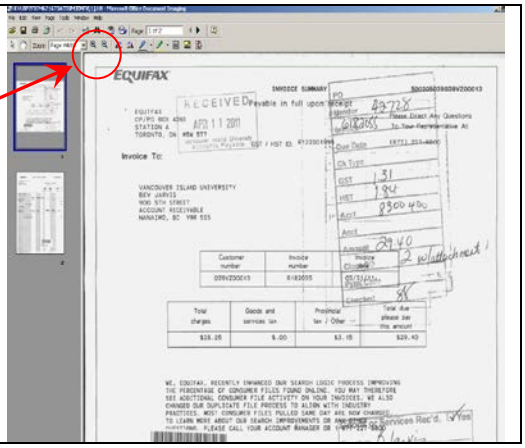
You may be prompted to log in to access the document viewer. Enter your **username** and **password**.



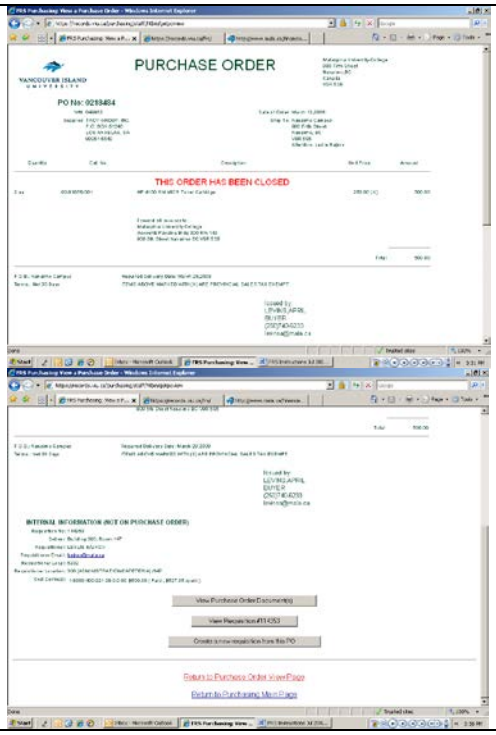
"V*iew Transaction Document(s)*":
Click **open** to view document – invoice.



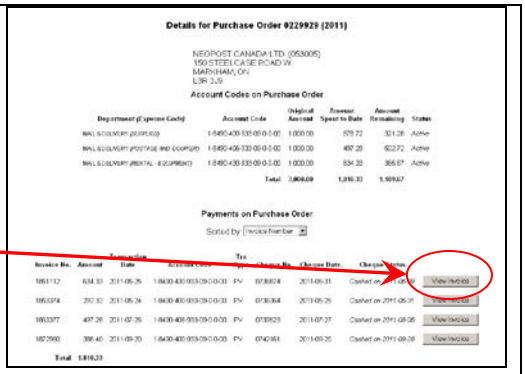
Click on **zoom in** or **zoom out** button to better fit the document to the screen.



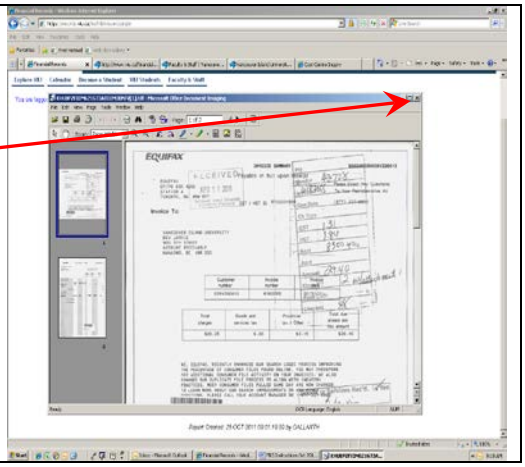
View Purchase Order:
Scroll to the bottom of the Purchase order to **View Purchase Order Documents** or **View Requisition # . . .**



View Purchase Order Documents
Lists all invoices paid against the purchase order – each summary lists supplier name, PO number, invoice number cheque number and date of cheque.
Click in the **View Invoice** button at the right of the summary to bring up a scanned copy of the invoice.



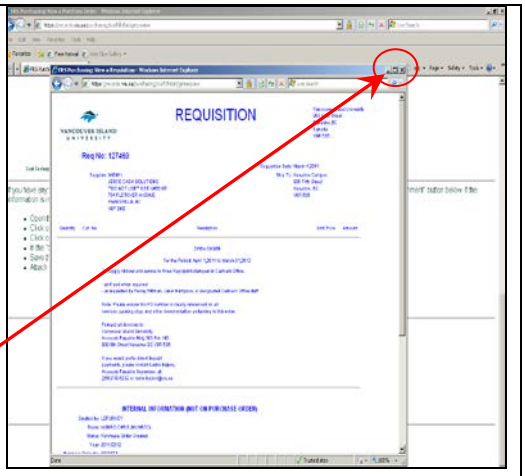
To leave the document viewer and return to the previous screen, you must close the window by clicking on the small "**x**" in the top right corner of the screen.



View Requisition # . . .
Brings up an on-line requisition.

To print the requisition, right click on the Requisition form and choose "Print" in the pop up menu.

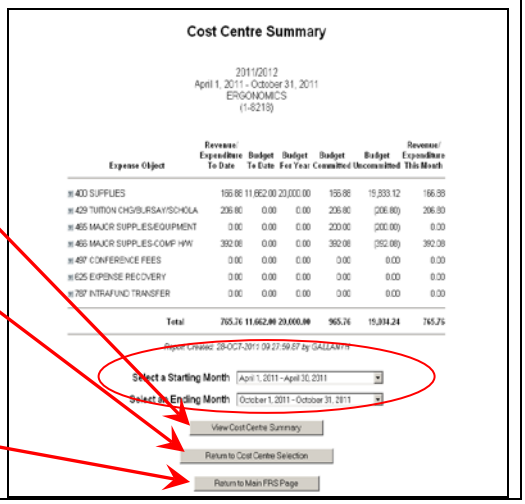
To leave the document viewer at this point and return to the previous screen, you must close the window by clicking on the small "**x**" in the top right corner of the screen.



If you want to create a summary for a different period, scroll to the bottom of the page, re-enter the dates you need and select the **view cost centre summary button** to create the report.

If you want a summary for a different cost centre, scroll to the bottom of the page and select the **return to cost centre selection** button (or press the **back** key on the toolbar at the top of the web page to return to the previously opened page).

To return to the main FRS menu, scroll to the bottom of the page and select the **return to main FRS menu** button.



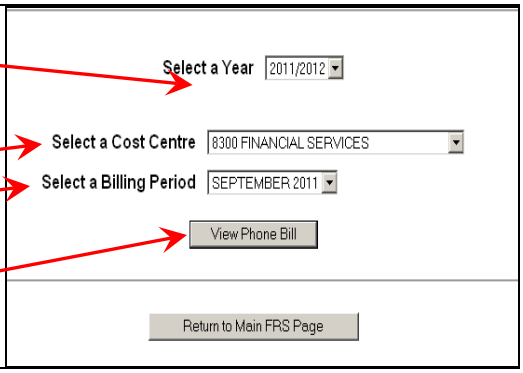
B) TELEPHONE BILL REPORT

The Telephone Bill Summary/Detail will allow you to check and validate telephone/mobile/fax related charges to your cost centre for equipment and long distance for any month ***after*** September 2001. You will be able to view details for only one cost centre and one month at a time.

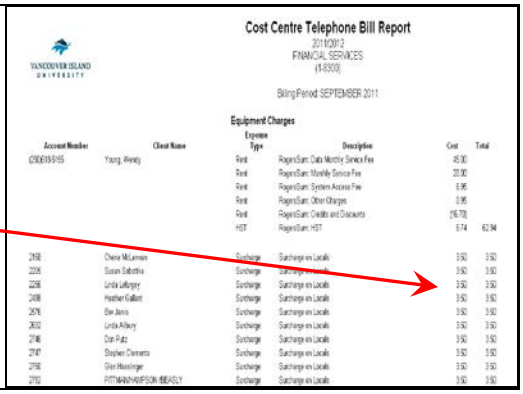
Using the drop down menu, **select the appropriate year** (it takes a few seconds to switch from one year to another).

Using the drop down menu, select a **cost centre** and a **billing period**.

Click on the **View Phone Bill** button.



You will be able to see the detail of all telephone/mobile/fax related charges for the month.
Equipment charges will be listed by telephone number and/or local and the total will be reflected in object 520 of the cost centre.
Long distance charges will be detailed by employee and the total for all employees will be reflected in object 525 of the cost centre.



C) FRS WEB REPORTS

When you select "FRS Web Reports" from the menu a sign-in dialogue box will appear. It is necessary to sign in again to access this part of the system. You will be able to create a variety of reports to meet your specific needs.

Enter **vax username and password.** Tab from username to password, do not save password (*ensure that nothing is in the "save this password in your password list" box*); **click on OK or enter.**

Using the drop down box, select the **appropriate fiscal year** – the system defaults to the current fiscal year and will take a few seconds to switch over to a different year.

Select the **type of report** you want:

1. [Account Summary](#)

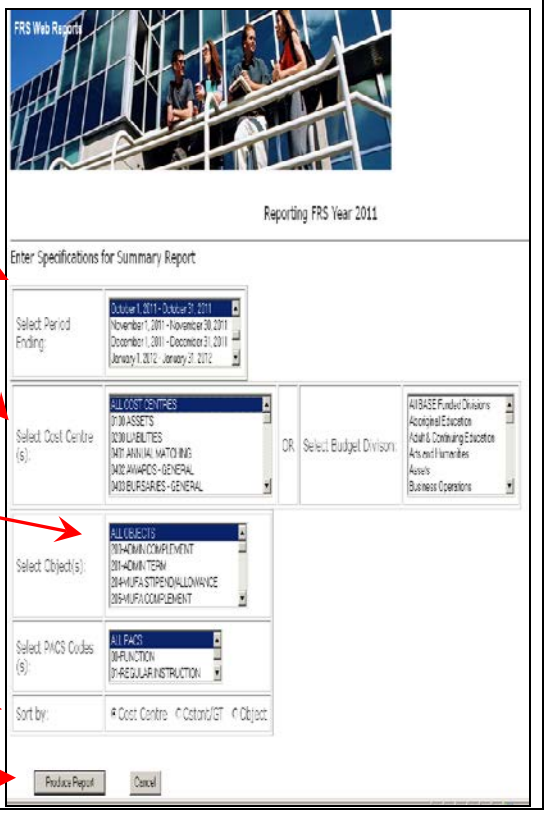
Using the arrows to the right of the selection box, select the **period ending date** for your report. End of month dates correspond to the fiscal periods (April 30 = Period 1, May 31 = Period 2, etc). The system will default to the current period; this will not change until month end has been run (often the middle of the following month).

Select a single **Budget Division**, **cost centre** or group of cost centres (shift and click for consecutive cost centres or control and click for random cost centres). The only cost centres which will be listed will be the ones for which you have access (signing or viewing) privileges.

Usually you would select **All Objects** unless you want information on a specific object code only (ie: a summary of long distance charges across all cost centres).

Choose the **sort order** for your report (by cost centre, object code or Grand Total [bottom line summary].)

Select **Produce Report.**



The following samples show a summary of a range of object codes, across a range of cost centres, sorted in cost centre order in the first sample (i), in object code order in the second (ii) and by bottom-line summary with grand total across all cost centres in the third (iii). Sort by transaction type would only be available for a detail report.

Simply used, the Grand Total Report will give you the bottom-line for each of your cost centres, along with a grand total for all. If you want to see expenditures and/or revenues separately, select the appropriate range of object codes to produce the applicable summary report.

There are no page breaks between cost centres or objects. If you want a single page summary for each cost centre, select each cost centre individually and run that report before choosing a second cost centre; or export the report to an excel file and install page breaks as appropriate.

(i) Sort in cost centre order:

10/28/2011

Vancouver Island University FRS Summary Report

FRS Year: 2011 Period: 7

	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance	Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month
LEDGER: 1							
8300-FINANCIAL SERVICES							
400-SUPPLIES	1,920.43	10,250.00	8,329.57	26,225.00	3,488.50	22,736.50	0.00
406-POSTAGE AND COURIER	45.20	0.00	(45.20)	0.00	45.20	(45.20)	9.37
410-SERVICES	25,354.83	33,544.00	8,189.17	57,500.00	47,669.40	9,830.60	3,364.48
Total FINANCIAL SERVICES	**27,320.46**	**43,794.00**	**16,473.54**	**83,725.00**	**51,203.10**	**32,521.90**	**3,373.85**
8310-PURCHASING							
400-SUPPLIES	0.00	1,834.00	1,834.00	3,150.00	0.00	3,150.00	0.00
Total PURCHASING	**0.00**	**1,834.00**	**1,834.00**	**3,150.00**	**0.00**	**3,150.00**	**0.00**
8399-INST.OPEN PURCHASE ORDERS							
400-SUPPLIES	71.35	0.00	(71.35)	0.00	71.38	(71.38)	0.00
405-ADVERTISING	0.00	0.00	0.00	0.00	0.03	(0.03)	0.00
Total INST.OPEN PURCHASE ORDERS	**71.35**	**0.00**	**(71.35)**	**0.00**	**71.41**	**(71.41)**	**0.00**
Grand Total for Report	**27,391.81**	**45,628.00**	**18,236.19**	**86,875.00**	**51,274.51**	**35,600.49**	**3,373.85**

(ii) Sort in object code order:

10/28/2011

Vancouver Island University FRS Object Summary Rpt

FRS Year: 2011 Period: 7

	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance	Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month
LEDGER: 1							
400-SUPPLIES							
8300-FINANCIAL SERVICES	1,920.43	10,250.00	8,329.57	26,225.00	3,488.50	22,736.50	0.00
8310-PURCHASING	0.00	1,834.00	1,834.00	3,150.00	0.00	3,150.00	0.00
8399-INST.OPEN PURCHASE ORDERS	71.35	0.00	(71.35)	0.00	71.38	(71.38)	0.00
Total SUPPLIES	**1,991.78**	**12,084.00**	**10,092.22**	**29,375.00**	**3,559.88**	**25,815.12**	**0.00**
405-ADVERTISING							
8399-INST.OPEN PURCHASE ORDERS	0.00	0.00	0.00	0.00	0.03	(0.03)	0.00
Total ADVERTISING	**0.00**	**0.00**	**0.00**	**0.00**	**0.03**	**(0.03)**	**0.00**
406-POSTAGE AND COURIER							
8300-FINANCIAL SERVICES	45.20	0.00	(45.20)	0.00	45.20	(45.20)	9.37
Total POSTAGE AND COURIER	**45.20**	**0.00**	**(45.20)**	**0.00**	**45.20**	**(45.20)**	**9.37**
410-SERVICES							
8300-FINANCIAL SERVICES	25,354.83	33,544.00	8,189.17	57,500.00	47,669.40	9,830.60	3,364.48
Total SERVICES	**25,354.83**	**33,544.00**	**8,189.17**	**57,500.00**	**47,669.40**	**9,830.60**	**3,364.48**
:							
Grand Total:	**27,391.81**	**45,628.00**	**18,236.19**	**86,875.00**	**51,274.51**	**35,600.49**	**3,373.85**

(iii) Grand Total Report:

10/28/2011

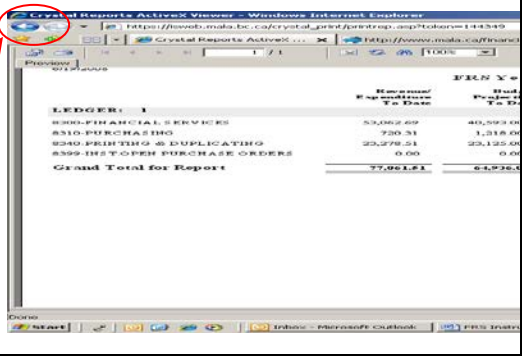
Vancouver Island University FRS Summary Report

FRS Year: 2011 Period: 7

	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance	Budget For Year	Budget Committe	Budget Uncommitted	Revenue/ Expenditure This Month
LEDGER: 1							
8300-FINANCIAL SERVICES	27,320.46	43,794.00	16,473.54	83,725.00	51,203.10	32,521.90	3,373.85
8310-PURCHASING	0.00	1,834.00	1,834.00	3,150.00	0.00	3,150.00	0.00
8399-INST.OPEN PURCHASE ORDERS	71.35	0.00	(71.35)	0.00	71.41	(71.41)	0.00
Grand Total for Report	**27,391.81**	**45,628.00**	**18,236.19**	**86,875.00**	**51,274.51**	**35,600.49**	**3,373.85**

To select a new cost centre or range, click the **back arrow** key on the web menu at the top of the page and select new parameters for the report.

To select another type of report, click on the **back arrow** until you return to the Web Reports Menu.



2. Account Detail

Select a **starting period** and an **ending period** for your report. The system will default to the current period. Once you have selected a starting period, you must also select an ending period as the current period default will not automatically change.

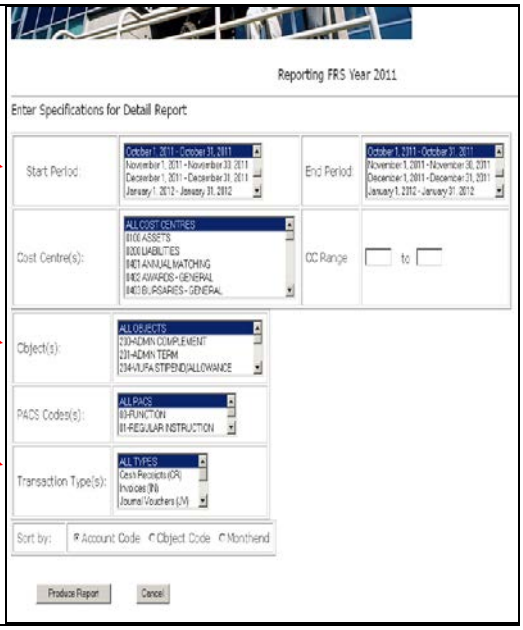
Select a single **cost centre** or a range or group.

Select all **object codes** unless only specific information is required, in which case select appropriate code(s).

Select **transaction type** – safest to select all transactions unless you are looking for something very specific – (ie: cash receipts).

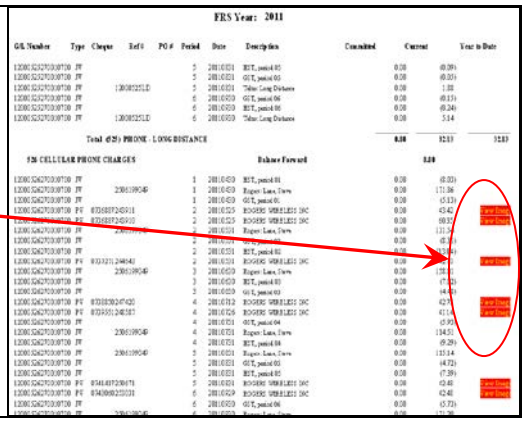
Select **sort order** for report.

Select **produce report.**



The report will list the detailed transactions for each selected cost centre and object code for the period you have selected.

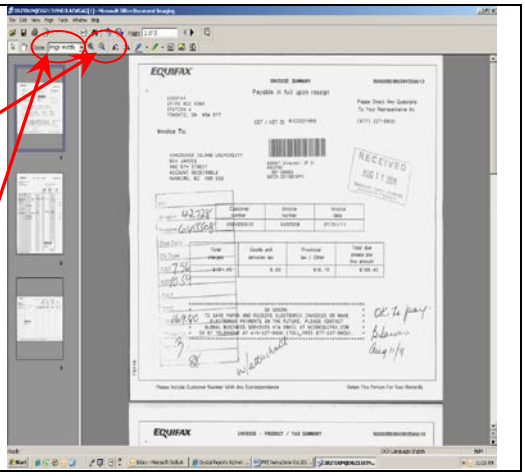
Click on the red **View Image** button to see the scanned image(s) of the original document(s).



You may view a scanned copy of the original documents for both invoices and PO's from this screen.

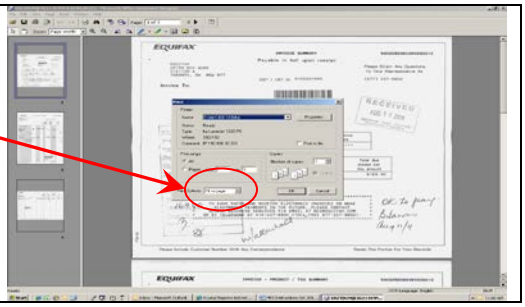
To fit the image to the screen for viewing purposes, click on the **zoom in** button.

To print, click on the **print** button on the document tool bar – *If image is small, it is possible to **fit to page** before printing* (see below for instructions).

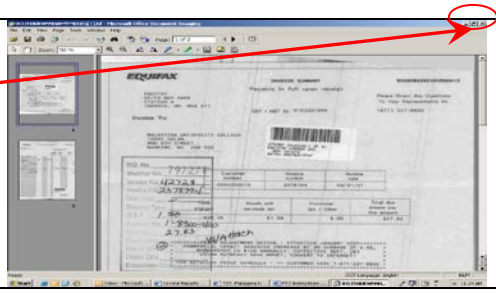


Select File/Print.

Then select **Fit to Page** from the drop down menu in Print Options.



To exit the scanned image, close the document using the small "x" in the upper right corner.



3. Cash Receipt Report

Any money deposited to VIU, other than student tuition is recorded on a Cash Receipt. The Cash Receipt Report is quite flexible. A minimum number of fields need to be filled in to produce a report.

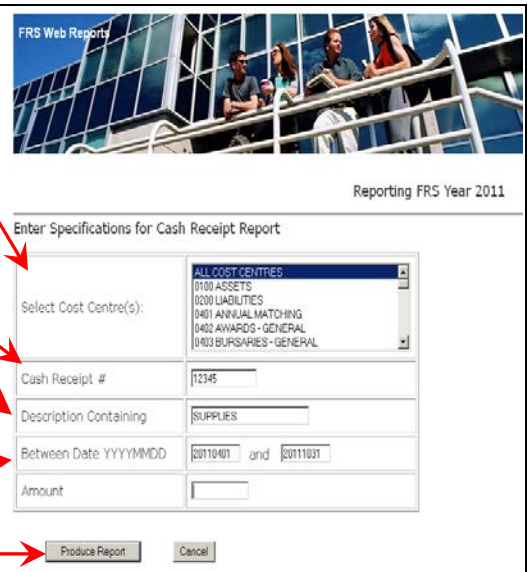
Select a single cost centre or a range / group of cost centres.

Enter the **Cash Receipt #** if you know it;

Or a description in **Description Containing** box;

Or enter the dates for your report in **Between Date YYYYMMDD.**

Click **Produce Report**



4. Purchase Order Report

The purchase order report will enable you to track the status of PO's/commitments /expenditures for a cost centre or group of cost centres.

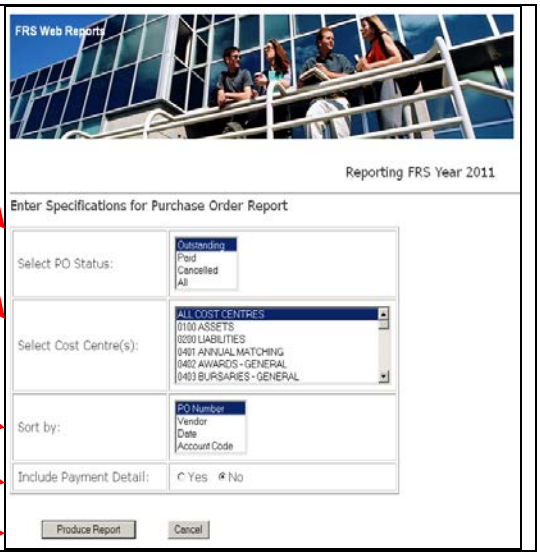
Select **PO status**: Outstanding, Paid, Cancelled or All

Select a single, range or group of **cost centre**(s).

Select a **sort order**: PO Number, Vendor, Date or Account Code.

Select **Payment Details**: yes or no

Click **Produce Report**



Sample: Outstanding – single cost centre – PO number orders – no payment details

Vancouver Island University FRS Purchase Order Rpt

10/28/2011

FRS Year: 2011

PO #	Vendor	PO Date	PO Due Date	PO Status	Account	Original Commitment	Spent To Date	Remaining Commitment
0200769	THE PEPSI BOTTLING GROUP (CANADA) (041521)	20020430		Open	13600630	120,000.00	42,519.78	77,480.22
0228574	ECOLAB LTD. (039265)	20110117		Open	13600418	500.00		500.00
0229086	ISLAND SCALES LTD (036611)	20110309		Open	13600450	500.00		500.00
0229165	DJ GAS & ELECTRIC SERVICES (063350)	20110315		Open	13600450	4,000.00	3,257.23	742.77
0229298	KEY FOOD EQUIPMENT SERVICES (056653)	20110324		Open	13600450	1,500.00	248.94	1,251.06
0229583	PENGUIN MEAT SUPPLY LTD (062367)	20110418		Open	13600630	10,000.00	10,591.85	0.00
0229664	QUALITY FOODS (038826)	20110426		Open	13600630	56,000.00	17,146.21	38,853.79
0229675	MOUNTAIN VIEW FARMS (061927)	20110426		Open	13600630	11,000.00	5,250.70	5,749.30
0229703	SNOW CAP ENTERPRISES LTD (024322)	20110427		Open	13600416	2,500.00	164.92	2,335.08
0229703	SNOW CAP ENTERPRISES LTD (024322)	20110427		Open	13600480	100.00	298.91	0.00
0229703	SNOW CAP ENTERPRISES LTD (024322)	20110427		Open	13600630	60,000.00	18,803.54	41,196.46
0229703	SNOW CAP ENTERPRISES LTD (024322)	20110427		Open	13600418	1,000.00	283.17	716.83
0229703	SNOW CAP ENTERPRISES LTD (024322)	20110427		Open	13600656	100.00		100.00
0229704	VICTORIA BOX & PAPER (034902)	20110427		Open	13600416	5,000.00	2,322.06	2,677.94
0229704	VICTORIA BOX & PAPER (034902)	20110427		Open	13600418	5,000.00	1,048.17	3,951.83
0229704	VICTORIA BOX & PAPER (034902)	20110427		Open	13600480	500.00		500.00
0229716	ACE COURIER SERVICES (007585)	20110427		Open	13600406	3,800.00	1,313.70	2,486.30

Sample: Outstanding – single cost centre – PO number orders – include payment details

Vancouver Island University FRS Purchase Order Rpt

10/28/2011

FRS Year: 2011

PO #	Vendor	PO Date	PO Due Date	PO Status	Account	Original Commitment	Spent To Date	Remaining Commitment
0229733	OLD DUTCH FOODS LTD (053094)	20110428		Open	13600630	8,000.00	1,217.52	6,782.48

Payment Detail

PO Number	Date	G/L Number	Vendor	Cheque #	Invoice	Amount
0229733	20110623	13600630850040000	053094	0738328	69510920	85.28
0229733	20110729	13600630850040000	053094	0739941	69511125	36.85
0229733	20110430	13600630850040000	053094	0734657	69510473	278.99
0229733	20110517	13600630850040000	053094	0736877	69510670	47.38
0229733	20110516	13600630850040000	053094	0735982	69510599	40.77
0229733	20110516	13600630850040000	053094	0736367	69510618	9.48
0229733	20110516	13600630850040000	053094	0735982	49510567	60.01
0229733	20110509	13600630850040000	053094	0735506	69510502	40.77
0229733	20110509	13600630850040000	053094	0735506	69510520	138.97
0229733	20110509	13600630850040000	053094	0735506	69510321	37.90
0229733	20110829	13600630850040000	053094	0742165	69511465	364.27
0229733	20110831	13600630850040000	053094	0741395	69511232	56.85
0229734	NESTLE CANADA INC (044347)	20110428		Open	13600630	2,500.00		2,500.00

Payment Detail

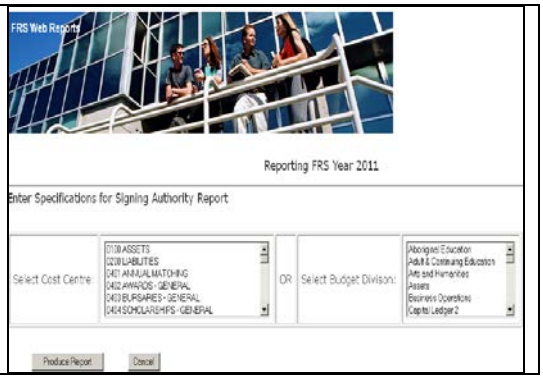
PO Number	Date	G/L Number	Vendor	Cheque #	Invoice	Amount
0229735	OWEN BUSINESS SYSTEMS LTD. POSCANADA (000737)	20110428		Open	13600450	500.00		500.00

Payment Detail

5. Signing Authority List

This will allow you to prepare a report listing those employees who currently have signing authority and the level of that authority for a specific cost centre. Some employees have view only access – contact the Accounting Assistant at Local 2498 to request a list of employees who have view only access. Members of the Executive and the Director of Media Relations have authority on all cost centres.

Select a **single cost centre** or **budget division** and click on **Produce Report**.



6. Vendor Expense

This will allow you to prepare a report listing the Vendor Expenses for a single, multiple or range of cost centres/object codes for the fiscal year up to the current date or the end of the period selected.

Select a **period ending date.**

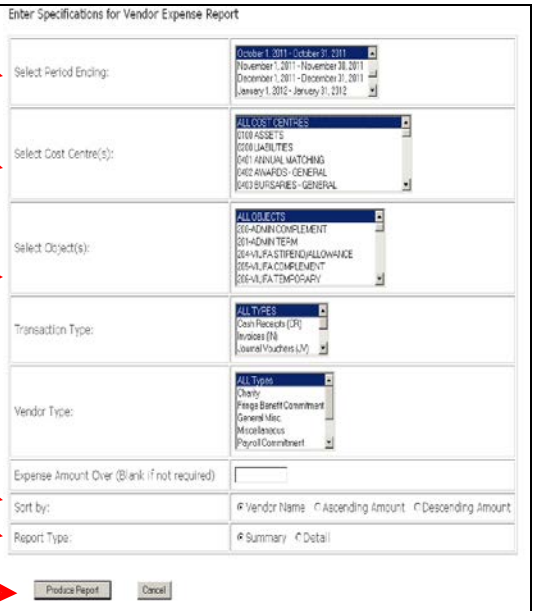
Select a single, range or selection of **cost centre(s).**

Select a single, range or selection of **object code(s).**

Select Sort Order.

Select Report type, Summary or Detail

Click on **Produce Report.**



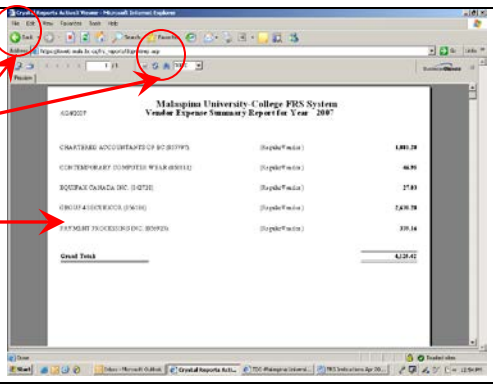
Sample: Summary Report Type

The report will show a summary of expenditures by Vendor. You can export the report or print it.

You can use the **search** feature to search for a particular vendor.

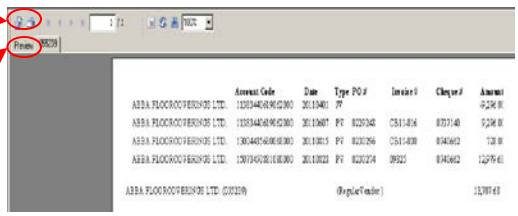
If you want to see the detail for a particular vendor, **double click on the vendor**.

To select a new report, click the **back arrow** on the summary report.



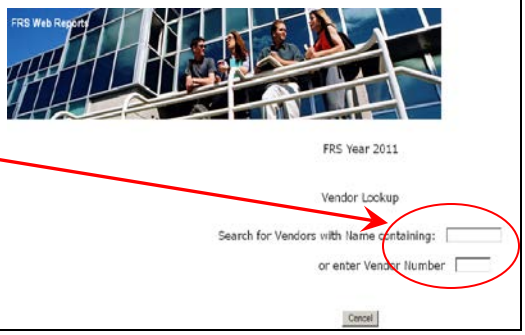
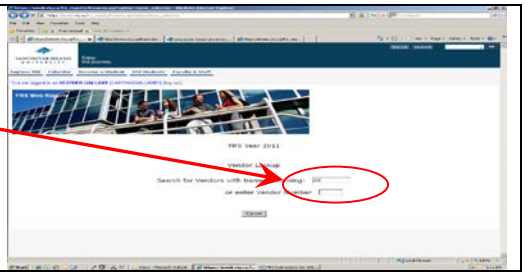
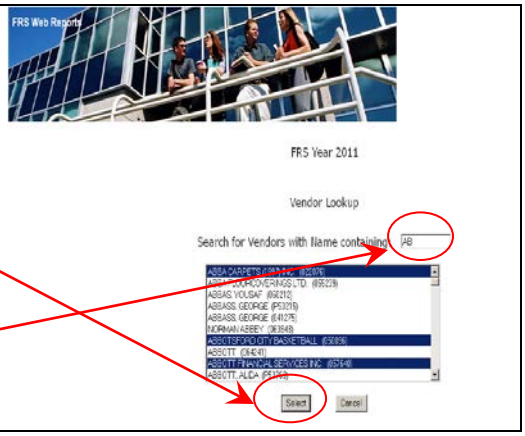
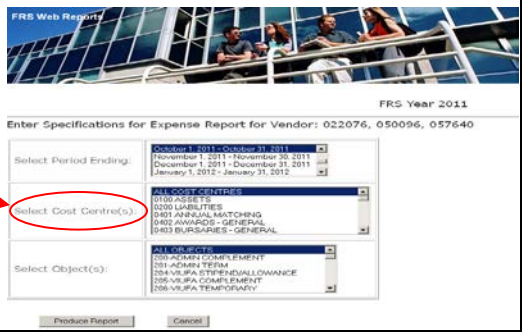
The vendor detail report can be printed and exported.

To return to the Vendor summary page, click the **Preview** tab at top left of the screen.



7. Vendor Inquiry

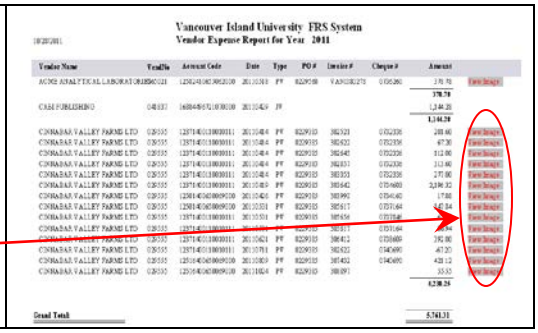
This will allow you to prepare a report listing all of the Vendor Expenses for a single Vendor or group of Vendors and for a single cost centre or group of cost centres and object codes.

Enter the vendor name or the number. Press enter.	
You can search for a vendor if you know part of the vendor name. *example*: AB	
The report will show all vendors with names include the letters AB. Select a single vendor or group of vendors (shift and click for consecutive vendors or control and click for random vendors). You can change your search selection if the vendor you are looking for is not included in the list.	
Select the **period ending date** for your report. Select the **cost centre** or group of cost centres (shift and click for consective cost centres or control and click for random cost centres). Usually you would select **All Objects** unless you want information on a specific object code only.	

The report will list the detailed transactions in the order of each selected vendor in the cost centre(s) and object code(s) at the period end selected.

This report can be printed or exported.

You can click on the red **View Image** button to see the scanned image(s) of the original document(s).



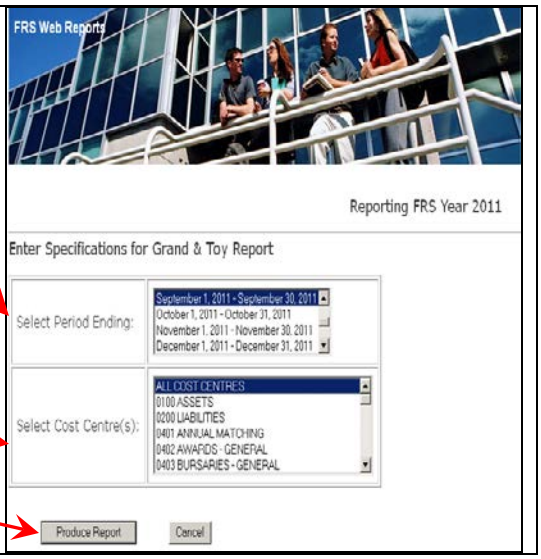
8. Grand & Toy Report

This report will show you the details of all purchases from Grand & Toy for the period selected.

Select a **period ending date** (note the report is for that period only and purchases are not posted until 2-5 business days after the end of the calendar month).

Select a single, multiple or a range of **cost centre(s).**

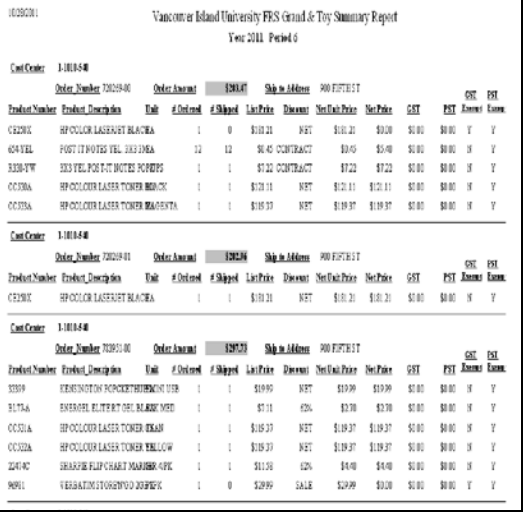
Click on **Produce Report.**


FRS Web Reports
Reporting FRS Year 2011
Enter Specifications for Grand & Toy Report
Select Period Ending:
September 1, 2011 - September 30, 2011
October 1, 2011 - October 31, 2011
November 1, 2011 - November 30, 2011
December 1, 2011 - December 31, 2011
Select Cost Centre(s):
ALL COST CENTRES
0100 ASSETS
0200 LIABILITIES
0401 ANNUAL MATCHING
0402 AWARDS - GENERAL
0403 BURSARIES - GENERAL
Produce Report
Cancel

The report will show the details of all purchases from Grand & Toy on an order-by-order basis for each cost centre selected, for the selected period.

The report can be printed or exported.

It can be used to find the original invoice information if you need to return an item.



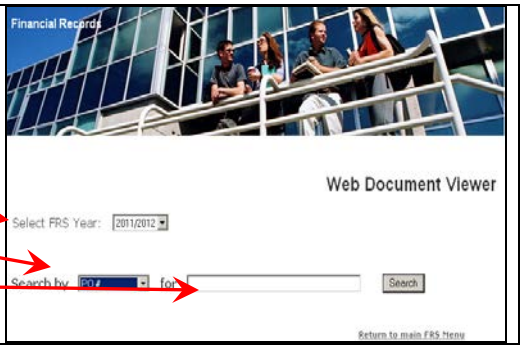
D) FRS DOCUMENT VIEWER

This option will allow you to search for a specific document when you know the PO #, Invoice #, Cheque #, Voucher #, Account #, Vendor # or Vendor name.

Select a **fiscal year**.

Select a **type of document.**
and
Enter the **document number.**

Click **search** or press the enter key.



This will bring up a summary line showing the details of vendor, reference (PO number) and batch number.

By **clicking on the circle** at the left of the line, you can access scanned documents, attached to the transaction. You may be prompted for your username and password.

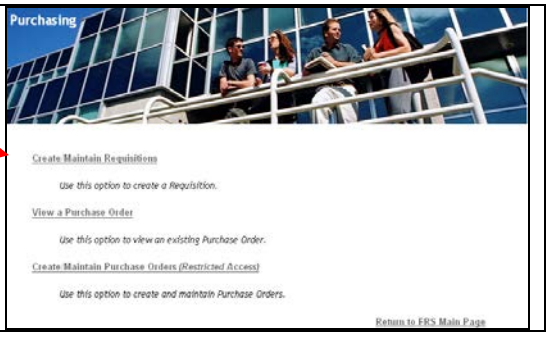
Financial Records
Web Document Viewer
Type
Pages
Description
Invoice 1 CINNABAR VALLEY FARMS LTD| PO:0229385 REF:240576|BATCH:20110414PVD
Invoice 1 CINNABAR VALLEY FARMS LTD| PO:0229385 REF:240577|BATCH:20110414PVD
Invoice 1 CINNABAR VALLEY FARMS LTD| PO:0229385 REF:240578|BATCH:20110414PVD
Invoice 1 CINNABAR VALLEY FARMS LTD| PO:0229385 REF:240579|BATCH:20110414PVD

E) PURCHASING

This option will allow you to **create a purchase requisition**, **modify a requisition** which you have created but not yet submitted to purchasing, or **view a requisition or purchase order**. You will only be able to access purchase orders and requisitions within your authorization range. Refer to What is FRS if you need additional permission(s).

Refer to Create Requisition User's Manual and/or Requisition System FAQ's for additional information.

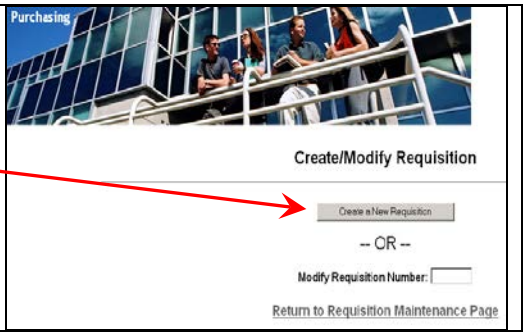
To create a Purchase Requisition select **Create/Maintain Requisition**
(*You can also access this directly from the Purchasing or Financial Services forms page*)


Purchasing
Create Maintain Requisitions
Use this option to create a Requisition.
View a Purchase Order
Use this option to view an existing Purchase Order.
Create Maintain Purchase Orders (Restricted Access)
Use this option to create and maintain Purchase Orders.
Return to FRS Main Page

Select **Create/Modify a Requisition**

Purchasing
Requisition Maintenance
Create/Modify a Requisition
Use this option to create a new on-line Requisition or edit an on-line Requisition that has not yet been submitted to Purchasing.
View a Requisition
Use this option to view an existing Requisition.
Return to Main Purchasing Menu

Select **Create a New Requisition**

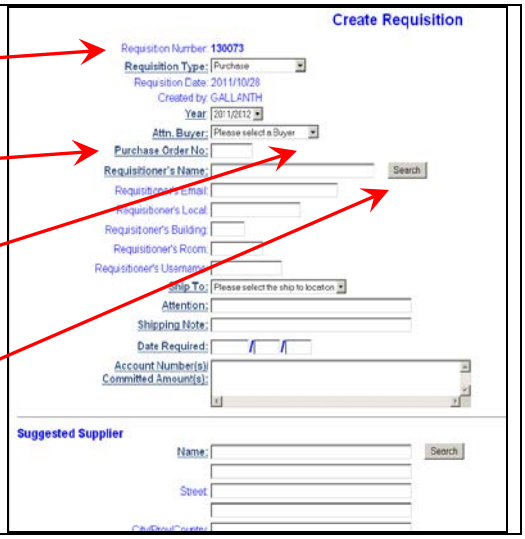


Each requisition has a unique system generated requisition number. Record your **requisition number** for future reference.

Complete all necessary fields on the requisition. **Underlined Field Labels** contain "tips" – click on the underlined label to display the information.

Some fields have **drop-down boxes** to assist you in selecting correct information from a limited number of options.

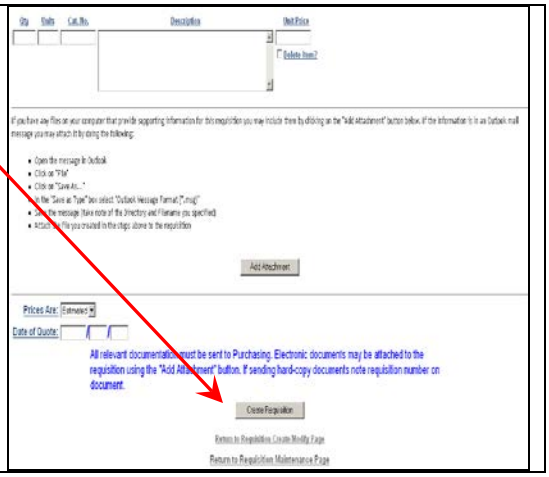
Using the **search** option to input the requisitioner's name will auto fill the following requisitioner related fields.



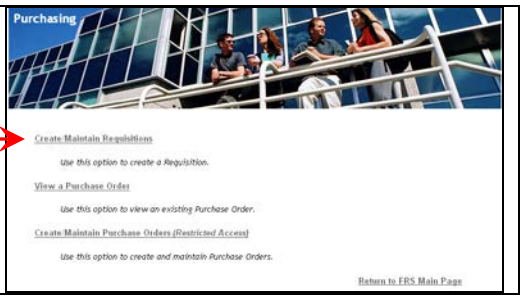
When all of the information is complete, click the **Create a Requisition** bar at the bottom of the form.

If any **mandatory fields** are incomplete, you will be prompted to complete them. Refer to Field Label "tips" for assistance.

If you do not have sufficient signing authority to approve the requisition, you will be provided with a drop-down list of persons to whom you can forward the requisition for approval – use someone from your own department, if available, before you forward to a member of the executive.


Qty
Units
Cat. No.
Description
Unit Price
Delete Item?
Add Attachment
Prices Are:
Date of Quote:
All relevant documentation must be sent to Purchasing. Electronic documents may be attached to the requisition using the "Add Attachment" button. If sending hard-copy documents note requisition number on document.
Create Requisition
Return to Requisition Maintenance Page

To modify an existing requisition which has not been submitted to Purchasing, select **Create/Maintain Requisition.**

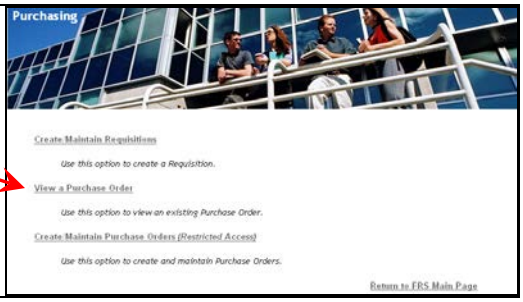

Purchasing
Create Maintain Requisitions
Use this option to create a Requisition.
View a Purchase Order
Use this option to view an existing Purchase Order.
Create Maintain Purchase Orders (Restricted Access)
Use this option to create and maintain Purchase Orders.
Return to FRS Main Page

Enter the **number of the requisition,** you want to modify and press **enter.**
This will bring your requisition to the screen so you can adjust any necessary fields. Scroll to the bottom and click on **update requisition.**

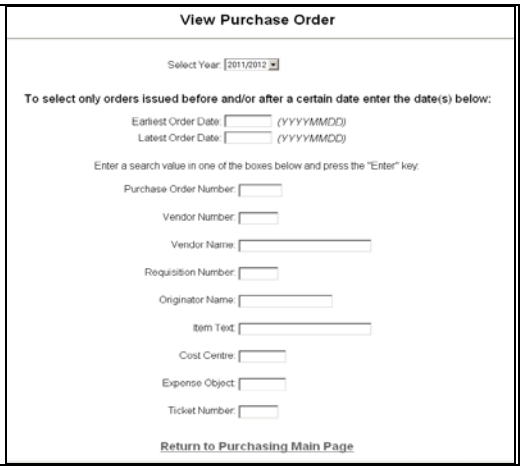
To view an existing requisition, select **View a requisition** and press **enter**.
This will bring the requisition to your screen but you will not be able to make any adjustments to it.

Purchasing
Requisition Maintenance
Create/Modify a Requisition
Use this option to create a new on-line Requisition or edit an on-line Requisition that has not yet been submitted to Purchasing.
View a Requisition
Use this option to view an existing Requisition.
Return to Main Purchasing Menu

To view a Purchase Order, select **View a Purchase Order** and press **enter.**

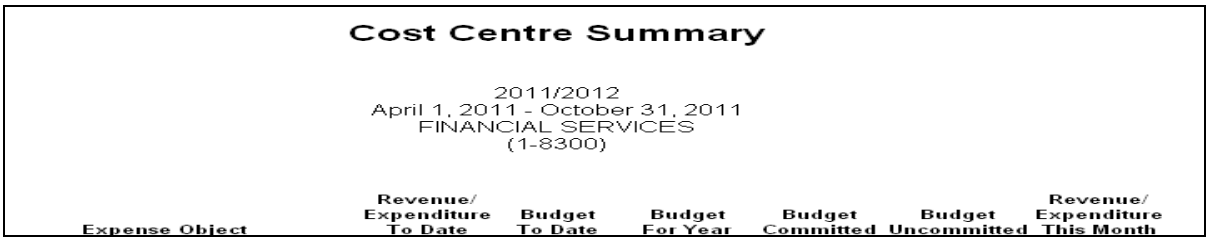

Purchasing
Create Maintain Requisitions
Use this option to create a Requisition.
View a Purchase Order
Use this option to view an existing Purchase Order.
Create Maintain Purchase Orders (Restricted Access)
Use this option to create and maintain Purchase Orders.
Return to FRS Main Page

You can use any of the following items to identify the purchase order you wish to view: Date Range, Purchase Order Number, Vendor Number, Vendor Name, Requisition Number, Originator Name, item text, Cost Centre or Ticket Number.


View Purchase Order
Select Year: 2011/2012
To select only orders issued before and/or after a certain date enter the date(s) below:
Earliest Order Date: (YYYYMMDD)
Latest Order Date: (YYYYMMDD)
Enter a search value in one of the boxes below and press the "Enter" key.
Purchase Order Number:
Vendor Number:
Vendor Name:
Requisition Number:
Originator Name:
Item Text:
Cost Centre:
Expense Object:
Ticket Number:
Return to Purchasing Main Page

DEFINITIONS

COST CENTRE SUMMARY REPORT



Cost Centre Summary

2011/2012
April 1, 2011 - October 31, 2011
FINANCIAL SERVICES
(1-8300)

Expense Object	Revenue/ Expenditure To Date	Budget To Date	Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month

Revenue/Expenditure to Date

The total of actual expenses paid or money received in the current fiscal year, up to the selected period end.

Budget to Date

The estimated portion of the annual budget that would normally be spent at the current time in the fiscal year (determined by the period selected). The budget to date may be prorated as a portion of the annual budget on the basis of assumed equal expenditures throughout the year, historical expenditure patterns, or specific period expenditures indicated through departmental budgeting process.

Budget for Year

Total annual budget as allocated during the annual budgeting process.

Budget Committed

Total amount of actual expenditures to date, plus any outstanding purchase orders not yet paid and personnel appointments extending beyond the current date. When an expense is paid against an existing commitment, the committed amount is reduced by the amount of the payment and the current and actual expenditures are increased by the same amount

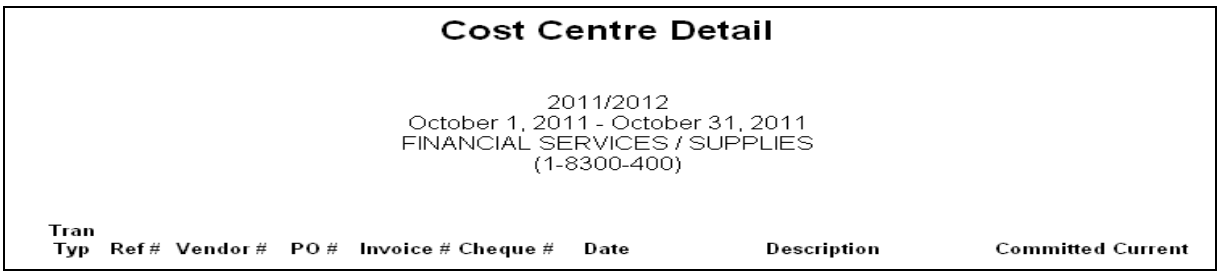
Budget Uncommitted

The funds available for spending in each line item (object code). Some objects may be overspent (budget uncommitted amount will be in brackets). You cannot overspend on the bottom line of the budget, nor can you transfer budgets between Human Resource objects (200 range) and general expense/supply related objects (all other ranges).

Revenue/Expenditure This Month

The total of expenses/revenue which occurred in the fiscal period selected for the report. This may be for a single month or for a range of months.

COST CENTRE DETAIL REPORT


Cost Centre Detail

2011/2012
October 1, 2011 - October 31, 2011
FINANCIAL SERVICES / SUPPLIES
(1-8300-400)

Tran Typ	Ref #	Vendor #	PO #	Invoice #	Cheque #	Date	Description	Committed Current

Tran Typ

type of transaction:

CR	Cash Receipts
IN	Invoice
JV	Journal Voucher
PD	Payroll Distribution
PO	Purchase Order
PV	Payables Voucher

Ref #

reference number:

Transaction Type	**Reference # Description**
CR	Cash Receipt Number (receipt issued by Central Cashier)
JV	Journal Voucher Number (assigned by person preparing JV, or system generated)
PD	Employee Number for payroll items.
PO	Purchase Requisition Number (system generated number for on-line requisitions) or "STARHR" to indicate unspent portions of Payroll Commitments.
PV	Payables Voucher Number (system generated cheque numbers)

Vendor #

Supplier number for regular purchases or employee number for employee related payments (both payroll and expense).

PO #

System generated Purchase Order number for regular purchases; employee number for employee related expenses.

Invoice #

Supplier specific invoice number; there may be no invoice number if payment has been made on a Cheque Requisition.

Cheque #

Number of cheque issued in payment –there will not be a cheque number for payroll related expenditures.

Date

Date of payment (payroll items) or voucher date (payables vouchers)

Description

Supplier (payee) name

Committed

Amount outstanding on original PO or HR commitment

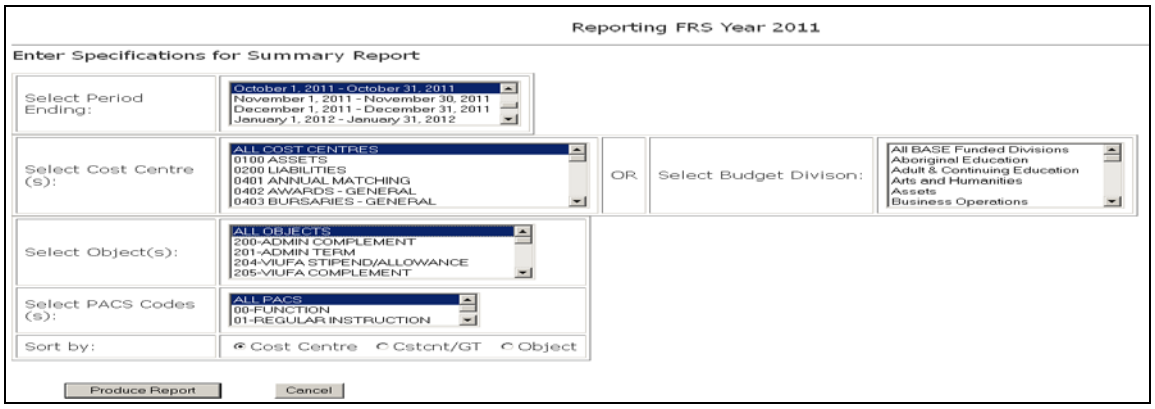
Current

Amount paid on this particular transaction

HELPFUL HINTS

1. Cost Centre Access

Only cost centres for which you have viewing rights or signing authority will be displayed. To select a consecutive range of cost centres or object codes, select the starting cost centre/object code, hold down the shift key and select the ending cost centre/object code. To select an assortment of cost centres/object codes, select the first code, and select the other codes while holding down the control key.

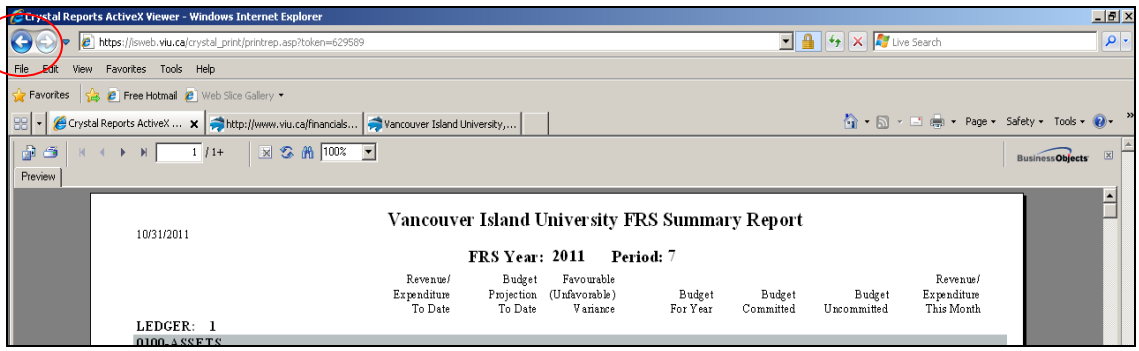


2. Drop-down Arrows

Use the drop-down arrows to select from the options available (eg. fiscal years, cost centres accessible, object codes, etc).

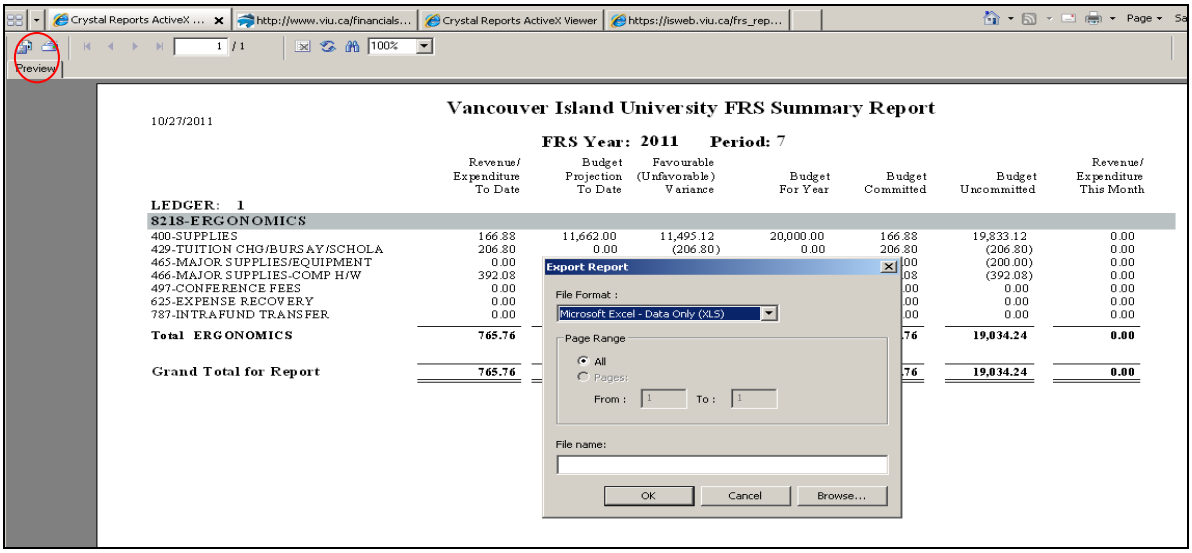
3. Exit Report

Use the “back” arrow on top left to leave the current report if you want to remain in FRS, (closing the report with the “X” box in the top right corner will cause you to exit from the web browser.)

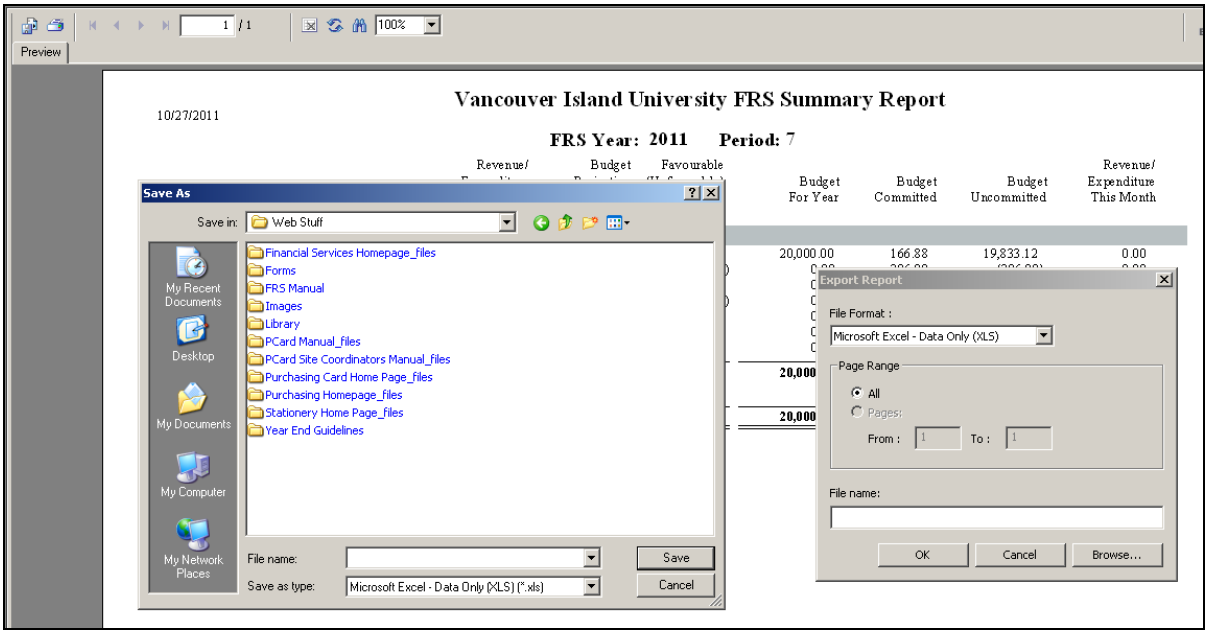

Crystal Reports ActiveX Viewer - Windows Internet Explorer
Vancouver Island University FRS Summary Report
10/31/2011
FRS Year: 2011 Period: 7
LEDGER: 1

4. Export Report

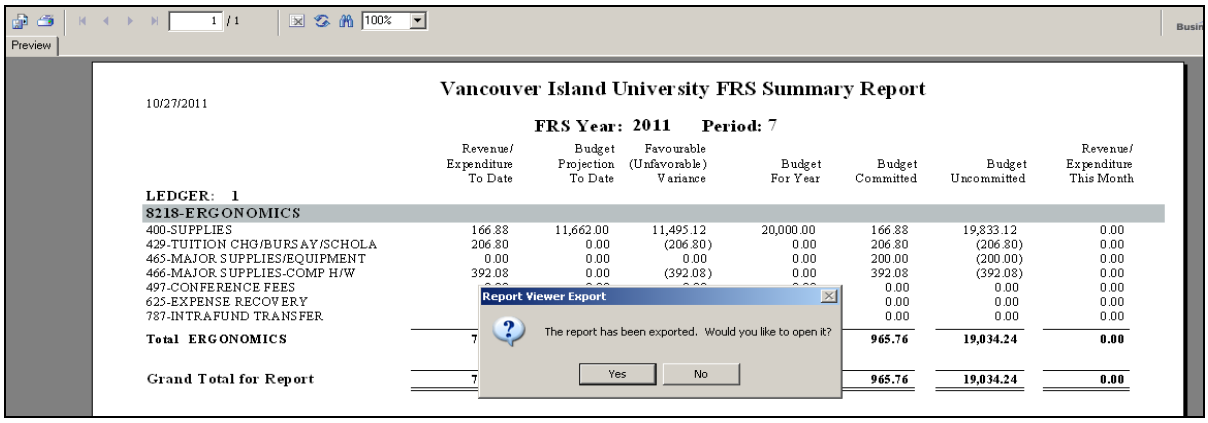
To export a report to Excel select the **export** button on the report tool bar. Click the drop down arrow and choose Microsoft Excel-Data Only(XSL)



Browse for a directory to save your report, give it a name, save it as type "Microsoft Excel Data Only" and click "save" (you may be prompted to update it to a more current version after you open it and save it again.)



The dialogue box will ask if you want to open the report. If you do not open it immediately you can always access it later through the directory you saved it in.



Open the report and . . .

Adjust column widths, delete unused columns, line up column heading, insert page breaks if necessary, etc (generally "pretty it up").

2			FRS Year:	2011	Period: 7				
3	ERGONOMICS	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance		Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month
4	LEDGER:								
5	8218-ERGONOMICS								
6	400-SUPPLIES	166.88	11,662.00	11,495.12	20,000.00	166.88		19,833.12	0.00
7	429-TUITION CHG/BURSAY/SCHOLA	206.80	0.00	(206.80)	0.00	206.80		(206.80)	0.00
8	465-MAJOR SUPPLIES/EQUIPMENT	0.00	0.00	0.00	0.00	200.00		(200.00)	0.00
9	466-MAJOR SUPPLIES-COMP H/W	392.08	0.00	(392.08)	0.00	392.08		(392.08)	0.00
10	497-CONFERENCE FEES	0.00	0.00	0.00	0.00	0.00		0.00	0.00
11	625-EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00		0.00	0.00
12	787-INTRAFUND TRANSFER	0.00	0.00	0.00	0.00	0.00		0.00	0.00
13	Total	765.76	11,662.00	10,896.24	20,000.00	965.76		19,034.24	0.00
14	Grand Total for Report	765.76	11,662.00	10,896.24	20,000.00	965.76		19,034.24	0.00
15									

5. Fiscal Year

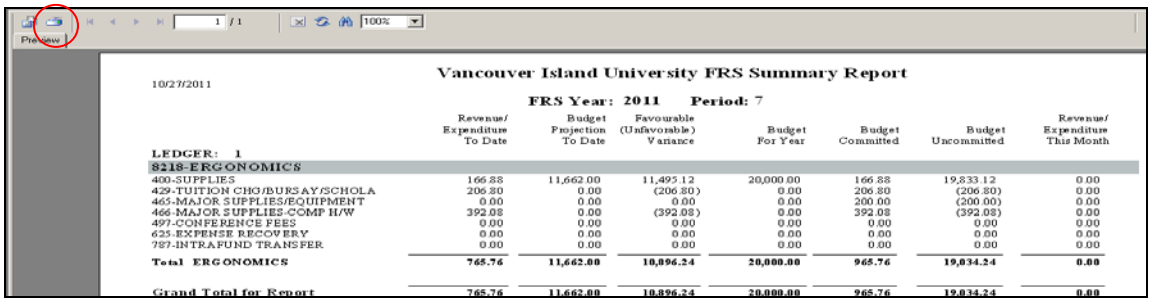
The system defaults to the current fiscal year and the current period. Use the drop-down menu to access a different year and/or period. (ie: today is November 10 but the system period default is still showing as October because Financial Services has not yet run the month-end process for period 7.) Entries can be made in the next period before the current period has been closed and you are able to select the following month if needed.
You cannot prepare reports across fiscal years. However, you could prepare a report for each of the years, export the reports to excel and combine them.

6. Hyperlinks

There are hyperlinks to many forms/reports throughout this document. If you are required to sign in (log-on) to access the particular report or document, you may have to sign in a number of times to access the level requested. (ie: you must sign in to access the FRS system and again to access some of the reports or the document viewer).

7. Print Report

To print the report, click on the **printer** icon on the report toolbar (not the print button for the browser. This will print a blank page).



Vancouver Island University FRS Summary Report

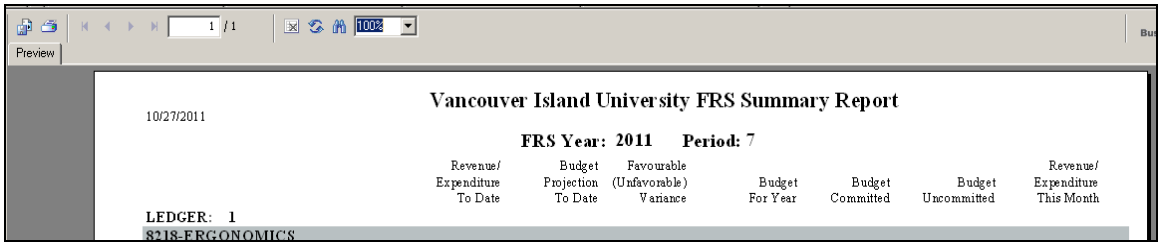
10/27/2011

FRS Year: 2011 Period: 7

	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance	Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month
LEDGER: 1							
8218-ERGONOMICS							
400-SUPPLIES	166.88	11,662.00	11,495.12	20,000.00	166.88	19,833.12	0.00
429-TUITION CHG/BURSAY/SCHOLA	206.80	0.00	(206.80)	0.00	206.80	(206.80)	0.00
465-MAJOR SUPPLIES/EQUIPMENT	0.00	0.00	0.00	0.00	200.00	(200.00)	0.00
466-MAJOR SUPPLIES-COMP H/W	392.08	0.00	(392.08)	0.00	392.08	(392.08)	0.00
497-CONFERENCE FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
625-EXPENSE RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
787-INTRAFUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ERGONOMICS	**765.76**	**11,662.00**	**10,896.24**	**20,000.00**	**965.76**	**19,034.24**	**0.00**
Grand Total for Report	**765.76**	**11,662.00**	**10,896.24**	**20,000.00**	**965.76**	**19,034.24**	**0.00**

8. Screen View

Sometimes a report is wider than the screen and you have to use the scroll bar to see all of the details. To see a full screen report: select **page width** from the image size drop down box.



Vancouver Island University FRS Summary Report

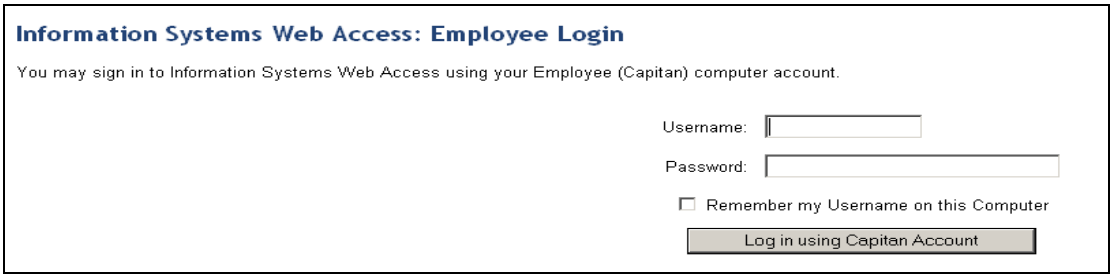
10/27/2011

FRS Year: 2011 Period: 7

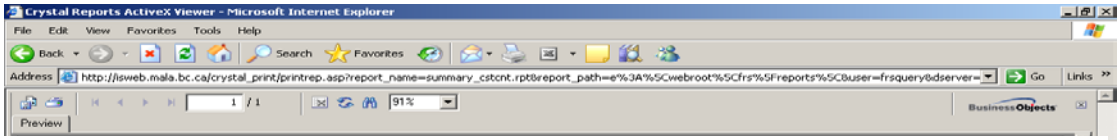
	Revenue/ Expenditure To Date	Budget Projection To Date	Favourable (Unfavorable) Variance	Budget For Year	Budget Committed	Budget Uncommitted	Revenue/ Expenditure This Month
LEDGER: 1							
8218-ERGONOMICS							

9. Signing in (logging on)

Enter your VAX username and password. Tab from username to password, do not save password (*ensure that nothing is in the "Remember my Username on this Computer" box*); click on "OK" or "enter". If you do not know your VAX username refer to **IT web page**. If you are still having a problem accessing the system contact the Accounting Assistant at local 2498.


Information Systems Web Access: Employee Login
You may sign in to Information Systems Web Access using your Employee (Capitan) computer account.
Username:
Password:
Remember my Username on this Computer
Log in using Capitan Account

TOOLBARS



Icon	Function
Paper/floppy disk	Export to a file
Printer	Print report
| <	Go to first page of document
<	Go to previous page
1 of 1	Indicates page currently displayed and total pages in report
>	Go to next page
> |	Go to last page of document
Double arrows	Refresh
Binoculars	Search
Drop down box	Screen image size

Revised: September 2012